



TANZA WATER DISTRICT

ENGINEERING DESIGN CONTROL PROCEDURE

Type of Document:	Quality Management System Procedures		
Document No.	TWD-QP-CMD-002	Rev. no.	Ø

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Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	CMD

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General Manager

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Engineering Design Control Procedure

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1.0 OBJECTIVE

To establish the procedure of planning and design of proposed project for conceptualization.

2.0 SCOPE

This procedure is applicable to project planning and design stage up to the approval stage of all Construction and Maintenance Division (CMD) related projects of Tanza Water District (TWD).

3.0 DEFINITION OF TERMS

- 3.1 Planning - the stage where the proposed project is being analyzed for its feasibility.
- 3.2 Design – the stage where the appropriate size and materials to be used in the project are determined.
- 3.3 Pipeline Rehabilitation – to repair, relocate or replace pipelines due to age and frequent occurrence of leak.
- 3.4 Survey – to determine and define the road elevation, number of households and linear measurements as to the extent of pipelines and lot boundaries.
- 3.5 Program of Works – a detailed estimate on materials, equipment and labor for the proposed projects.
- 3.6 Memorandum – an internal written communication or report from one person to another within or to other divisions.
- 3.7 CMD- Construction and Maintenance Division.

4.0 REFERENCE DOCUMENTS

- 4.1 LWUA Inspector's Construction Manual
- 4.2 DPWH Standards
- 4.3 National Building Code of the Philippines 2015 Edition
- 4.4 Cost Estimates Book 2000 Edition

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The General Manager shall be responsible for the approval of the proposed project.
- 5.2 The Division Manager shall be responsible for the final review and recommendation of proposed project.

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5.3 The Officer-in-Charge of Construction and Maintenance Division (CMD) shall be responsible for the review of the proposed project.

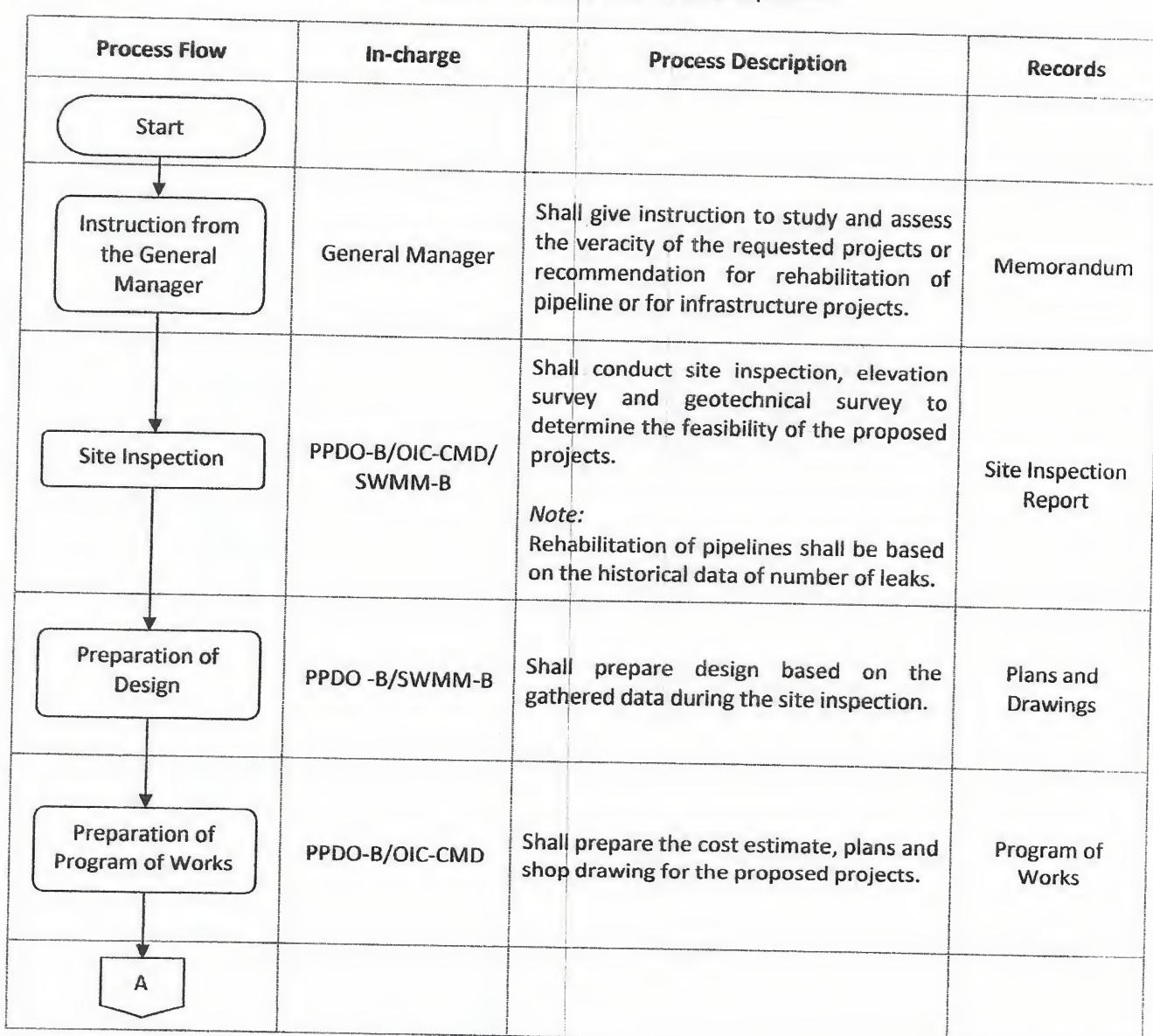
5.4 The Project Planning and Development Officer- B (PPDO-B) shall be responsible for the following:

5.4.1. Preparation of program of works of the proposed projects

5.4.2. Preparation of detailed drawings and plans for the proposed projects

6.0 PROCEDURE DETAILS

6.1 Project Planning for New Pipelines and Rehabilitation of Pipelines



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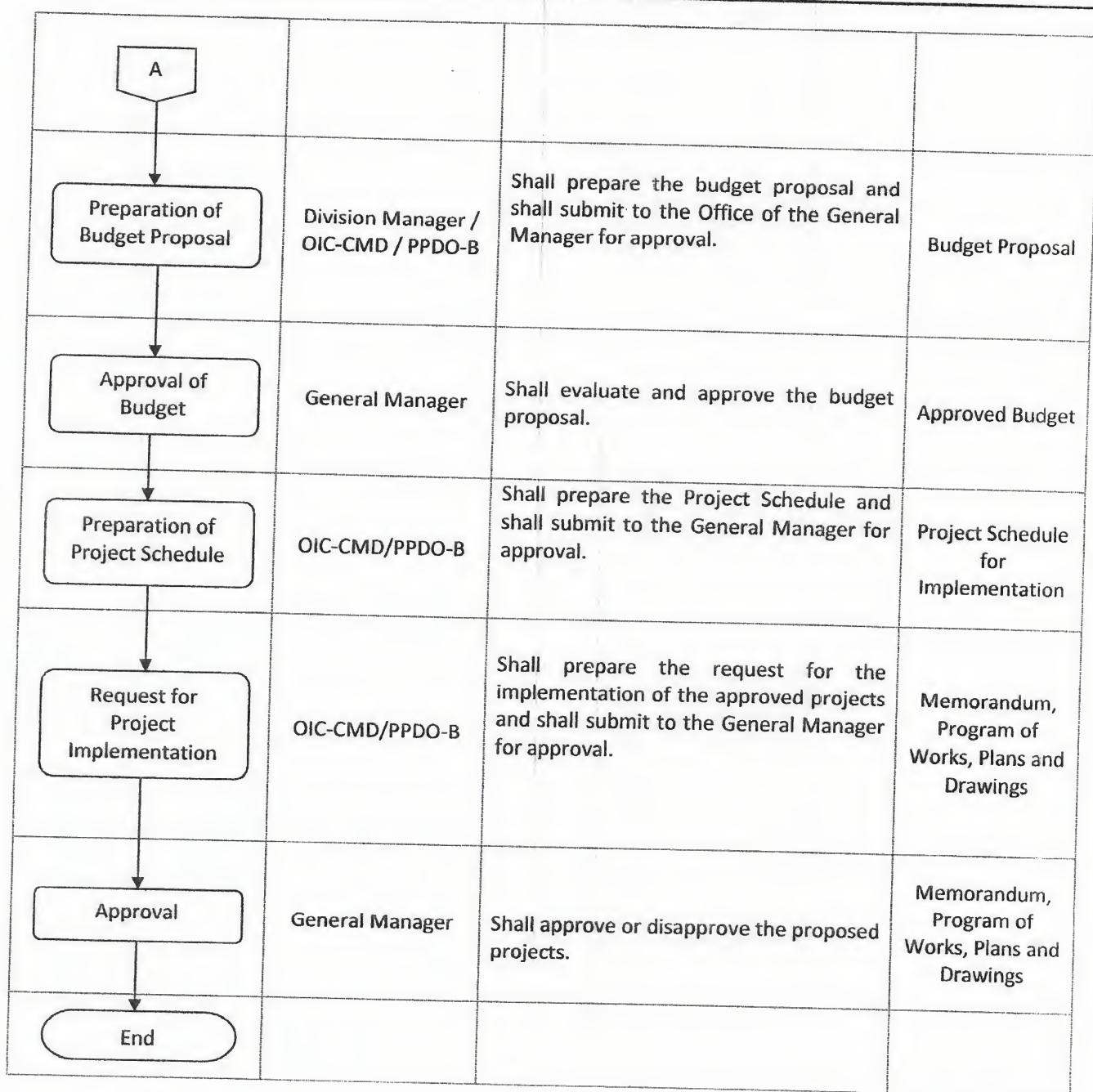
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6.2 Reports

Reports	Frequency	Responsible
Daily Monitoring Report	Every week from the start of the Project	OIC-CMD/PPDO- B

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7.0 PERFORMANCE INDICATORS

- 7.1 The prepared program of works shall be signed by the corresponding signatories and shall be approved by the General Manager for implementation.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1- Program of Works
- 8.2 Form 2- Plans and Drawings
- 8.3 Form 3- Project Schedule for Implementation
- 8.4 Form 4- Daily Monitoring Report
- 8.5 Form 5- Site Inspection Report

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TANZA WATER DISTRICT
Tanza, Cavite

PROGRAM OF WORKS

PIPS AND FITTINGS	Php
PAVEMENT RESTORATION	Php
<hr/>	
MATERIAL COST	Php
<hr/>	
40% LABOR COST	
<hr/>	
DIRECT COST	Php
<hr/>	
12% VAT	
<hr/>	
DIRECT COST	Php
<hr/>	
5 % MISCELLANEOUS	
<hr/>	
GRAND TOTAL	Php
<hr/>	

Prepared & Submitted by:

Approved by:

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TANZA WATER DISTRICT
Tanza, Cavite**

Project Title:

Location:

COST ESTIMATE

CMD-008-00

CMD-008-00



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TANZA WATER DISTRICT
Tanza, Cavite

Daily Monitoring Report

Name:

Agency:

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Tanza Water District	TOTAL NO. OF HOURS
OCT 27 2016	NOV 02 2016
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Tanza Water District	TOTAL NO. OF HOURS
OCT 27 2016	NOV 02 2016
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Tanza, Cavite

Daily Monitoring Report

Name:

Agency:

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

TOTAL NO. OF HOURS _____

Approved by:
_____Certified by:



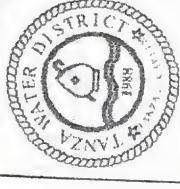
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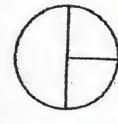


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TANZA WATER DISTRICT
Tanza, Cavite

PROJECT SCHEDULE FOR IMPLEMENTATION

PROJECT: _____
LOCATION: _____

Project	Tanaza Water District	Tanaza Water District	Approved by:	Sheet No.:
	OCT 27 2016	NOV 02 2016		
	MASTER COPY	CONTROLLED COPY		
Location:				





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Tanza, Cavite**

Project Monitoring Report

As on: _____

Project Title:

Location: